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THROUGH: DD/I Building Planning Officer
ORR Building Planning Officer

28 October 1944

SA to Ch/G/RR

Essential Support Services Required by the Office of the Chief,
Geographic Research Area

The following support services will be required by the Office
of the Chief, Geographic Research Area from non-DD/I units when
the Area Office moves into the new building.

1. Duplication facilities: Autostat, ditto, thermofax
2. St/A: Payroll, T & A, Personnel Matters, Travel Vouchers,
Budget, etc.
3. Office Supplies
4. Ch/G Courier
5. Mail service regular courier
6. Typewriter service
7. Telephone contact with Divisions not yet moved, and
other agencies

Also attached are the essential support services required by
the Division offices of the Geographic Research Area.

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Attachments: Memos from D/GC, D/GC, D/CL

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SA/OCh/G/RR :mmk/8887

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments